



Project: "International Doctoral Study Programme in Social-Cognitive-Neuroscience: CogNeS" co-financed by the European Union as part of the European Social Fund

238.0641.339.2018 (CRP project no.)

Kraków, on 19.09.2018.

### REQUEST FOR PROPOSAL

for conduction of compulsory course in subject "Research ethics in neurosciences and psychology" in English for third-cycle students of the Faculty of Philosophy at the Jagiellonian University

performed as part of project "International Doctoral Study Programme in Social-Cognitive-Neuroscience: CogNeS"; project co-financing agreement no. POWR.03.02.00-00-I018/16-00, dated 07.09.2017, co-financed from EU funds as part of the European Social Fund – Operational Programme Knowledge Education Development, priority axis 3 "Higher Education for Economy and Growth", Action 3.2 "Doctoral Study Programmes"

<b>I.</b> Contracting Authority
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Jagiellonian University  
ul. Gołębia 24, 31-007 Kraków,  
NIP [Tax Identification Number]: 675-00-22-36, REGON [National Official Business Register]: 000001270

Entity running the case:  
Institute of Psychology  
Faculty of Philosophy  
ul. Ingardena 6  
30-060 Kraków  
phone: 12 663 24 77  
fax: 12 663 24 17  
cognes.psychologia.uj.edu.pl  
www.psychologia.uj.edu.pl

<b>II.</b> Definitions
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Any time the following term is mentioned in this Request for Proposal:

- 1.1 Contractor – it means a natural person, a natural person pursuing business activity, organisational unit without legal personality or a legal person.
- 1.2 Contracting Authority – it means the Jagiellonian University.
- 1.3 Request for Proposal – it means this Request for Proposal.

### **III. Contract award mode**

This procurement procedure is conducted in the mode of request for proposal with the estimated value below EUR 30,000 and it is not covered by the provisions of the Public Procurement Law of 29 January 2004.

The basis for instigation of this procedure are the effective Guidelines for eligibility of expenditures as part of the European Regional Development Fund, the European Social Fund and the Cohesion fund for years 2014-2020 dated 19 July 2017.

### **IV. Subject of Contract**

Project data:

Co-financing agreement number: POWR.03.02.00-00-I018/16-00

Project implementation period: 01.01.2018-31.12.2022

The implementation for the project subject to procurement: October – December 2018 (detailed dates and class schedule will be agreed with the selected Contractor).

The subject of the contract is to select the Contractor for preparation and conduction of classes in English by a foreign lecturer for the students enrolled in the project entitled "Cognes – International PhD Programme in Social and Cognitive Neuroscience" as part of Task 2 – Teaching of curriculum for year 1 of 2018/2019 course in the form of seminar, 30 hours.

The said foreign lecturer must be a full-time employee of a higher education institution not based in Poland whose experience allows satisfying the aims of the project and who meets the criteria specified in point V.

The basic obligations of the Contractor will be as follows:

- a) preparation of didactic materials for subjects taught by foreign lecturers (from outside Poland), hereinafter referred to as the "Work" or "Works"
- b) conduction of classes – 30 didactic hours,



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- c) transfer of copyrights to the didactic materials and a survey to the Jagiellonian University in the fields of use indicated by the Contracting Authority,
- d) preparation and running of the attendance list of course participants and its handover to the project manager and passing or failing the participants according to the passing criteria of the course.

The classes will be conducted for all female and male students of the first semester of doctoral (third-cycle) study programme "Cognes – International PhD Programme in Social and Cognitive Neuroscience" in the Faculty of Philosophy at the Jagiellonian University, subject Research ethics in neurosciences and psychology.

The contract includes the compulsory classes conducted in the form of seminars for doctoral students of the first year. All seminars will be conducted in adequately prepared and equipped didactic classrooms, in building owned by the Jagiellonian University in Kraków.

The topics covered will give students:

- an understanding of relevant bioethical theories and how they should be applied to the ethical design and conduct of research;
- an ability to critically evaluate research design, methods, and procedures from an ethical point of view;
- a familiarity with international codes of conduct and guidelines for research ethics (e.g. the Helsinki Declaration, Nuremberg Code) and ethical standards of granting agencies (review board approval, etc.);
- an ability to identify, define, and analyse ethical and legal issues in the context of novel and potentially problematic areas of scientific research, including issues specific to neuroscience and psychology, such as, incidental findings, deception, participants with impaired decisional capacity, or potentially identity impacting research such as on deep brain stimulation or research into neuroenhancement techniques;
- competence in identifying, through case studies, ethical issues that arise in different contexts and reasoning through an appropriate course of action;
- an awareness of what constitutes scientific integrity and scientific misconduct (including authorship norms, plagiarism, conflicts of interest, etc.).



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<b>V. Description of conditions for participation in the procedure</b>
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1. Contract award can be applied for by the Contractors, i.e. natural or legal persons or organisational entities without legal personality, which meet the following criteria:

1) have at their disposal a foreign lecturer who has the following experience and qualifications at the least:

- a) is a full-time employee at a higher education institution based outside Poland,
- b) has the title of professor or at least the scientific degree of doctor (PhD) along with the position of associate professor in the field of philosophy or psychology at a foreign higher education institution, i.e. one that is not based in Poland,
- c) has higher education in social sciences or humanities received at a foreign higher education institution, i.e. one not based in Poland,
- d) has at least 2 years of experience in didactic work in the field of philosophy or ethics. According to the Contracting Authority, the above 2-year experience means at least 2 years of employment at a foreign higher education institution, i.e. one not based in Poland, and conduction of classes with students in the field being the subject of the contract;
- e) has didactic experience in conducting classes in English,
- f) is recognised and respected in international scientific circle, i.e.: *h*-index: at least 3 citations, publications in international circulation understood as publications in English – at least 20.

The Contracting Authority requires that one lecturer delegated to perform the contract conducts all classes covered by this procedure.

2) are in an economic and financial position ensuring performance of the contract (not applicable to natural persons).

2. \*Their total professional involvement in performance of all projects financed from structural funds and the Cohesion Fund and of activities financed from other sources, including own funds of the Contracting Authority and other entities, does not exceed 276 hours a month\*\*\*/\*\*the total professional involvement of persons whom they have at their disposal for performance of all projects financed from structural funds and the Cohesion Fund and of activities financed from



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other sources, including own funds of the Contracting Authority and other entities does not exceed 276 hours a month\*\*\*

3. The Contractor can rely on the knowledge and experience and technical potential of persons who are able to perform the contract or on financial capacities of other entities, regardless of the legal nature of the relations existing between them. In such a situation, the Contractor must present to the Contracting Authority that it will have at its disposal the resources necessary to perform the contract, including but not limited to the presentation of a written obligation of those entities to provide the necessary resources to the Contractor for the period it uses their services when performing the contract\*\*.

4. To avoid any conflicts of interests, the contract cannot be awarded to entities related with the Contracting Authority in terms of people or capital. Capital or personal relations are understood as mutual relations existing between the Contracting Authority, the persons authorised to contract obligations on behalf of the Contracting Authority or persons performing acts entailing the preparation and conduction of contractor selection and the contractor, which relations consist particularly in marriage, direct consanguinity or direct affinity, second-degree consanguinity or second-degree secondary affinity or affinity by adoption, care or curatorship.

Failure to meet even one of the above conditions will result in exclusion of a given Contractor from the procedure and in rejection of its tender.

*\*applicable to natural persons performing the subject of the contract in person*

*\*\* applicable to natural persons not performing the subject of the contract in person, legal persons and organisational organisations without legal personality*

*\*\*\*Limit for the above professional involvement applies to all forms of professional involvement, including but not limited to the following:*

- for employment relationship – the limit takes into account the number of working days per month under the employment relationship; the limit includes the period of the employee's absence resulting from medical certificates and holiday leave and it does not include the employee's absence resulting from unpaid leave,*
- for civil law relationship, self-employment and other forms of involvement – the limit takes into account the actual working time, including the time of involvement as part of own business activity outside the projects (if applicable).*

## **VI. Criteria for tender evaluation and selection**

1. The Contracting Authority will assess the offers and select the most beneficial one only from the tenders submitted on time, not subject to rejection and submitted by the Contractors not subject to exclusion who meet the requirements of this request for proposal.



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2. When selecting the most beneficial tender, the Contracting Authority uses the following tender evaluation criteria:

tender selection criteria:

- the lowest price (gross price) – 60%,
- experience acc. to point V.2 (citations and practical experience time) – 40%

The criteria will be evaluated according to the following formula:

Description of granting points awarded for meeting a given criterion.

$\Sigma PK = PC + PD$ , where:

PK – number of points awarded for all criteria,

PC – number of points awarded for the "Tender price" criterion,

PD – number of points awarded for the "experience acc. to point V.2 (citations and practical experience time)" criterion,

(PC) – Gross tender price per didactic hour – 60%

The following formula was assumed as part of the tender price criterion:

$$PC = \frac{\text{the lowest offered gross price per didactic hour among the valid tenders}}{\text{gross price per didactic hour of examined tender}} \times 100 \times 60 \%$$

The number of points will be rounded up or down to two decimals.

The price provided in a tender includes the costs of conducting classes and the activities contemplated in point IV Subject of Contract, subpoint Scope of Contract. The didactic hour is 45 minutes.

The price is the gross price expressed in PLN. The price includes all costs and other components necessary to perform the contract.

The price of the tender the selection of which would lead to the Contracting Authority having a civil law obligation can be reduced on the basis of a statement filed by the Contractor, which statement constitutes Appendix no. 2 to the Request for Proposal.

The tender price provided by the Contractor is effective throughout the term of the agreement.



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(PD) – experience evaluation acc. to point V.2 (citations and practical experience time) – 40%

The basis for evaluation concerning the above criterion will be information submitted by the Contractor in the tender form being Appendix no. 1 to the Request for Proposal.

The tender price in terms of the PD criterion will be calculated acc. to the following formula:

$$\begin{aligned}
 \text{PD} = & \frac{\text{the number of months of work experience of the examined tender (experience)}}{\text{the highest number of months of work experience from among the valid tenders}} \times 100 \times 10 \% \\
 + & \frac{\text{number of citations of a given tender (citations)}}{\text{the highest number of citations from among the valid tenders}} \times 100 \times 30 \%
 \end{aligned}$$

The minimum number of months to be evaluated: 24 months.

The number of points will be rounded up or down to two decimals.

The most beneficial tender will be the tender that is awarded the most points under the adopted criteria.

#### 1. Terms of payment

A class conduction agreement as part of the project will be concluded with the selected Contractor. Remuneration for provision of the service will be paid on the basis of an invoice or accounting document within 30 days from the day on which the Contracting Authority receives the document, by wire transfer to the bank account indicated in the document and the agreement.

#### 2. The manner of preparation of the tender and place and time for tender submittal

A tender must be made in writing or else will be null and void.



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A tender must be made in English.

A tender must be signed by a person authorised to represent the Contractor and all appendices to this Request for Proposal must be completed and signed.

A tender must be submitted on a tender form being Appendix no. 1 to the Request for Proposal along with Appendix no. 2 to the Request for Proposal and a photocopy of the doctoral (PhD) or professorial diploma.

The Contractor must submit its tender until 15.09.2018 15:00 to the Project Office; the tender must include the tender form and a photocopy of the doctoral diploma or the professorial nomination. The documents can be submitted by mail (registered mail), by courier service or in person in a closed envelope to the Project Office located in the Institute of Psychology at the Jagiellonian University, at ul. Ingardena 6, 30-060 Kraków, room 2.13, until 15:00. Tenders can also be filed by electronic mail at [rekrutacjaCogNeS.doktoranci@uj.edu.pl](mailto:rekrutacjaCogNeS.doktoranci@uj.edu.pl); in this case, it is necessary to do the following:

- send the following scans signed by a person authorised to represent the Contractor by e-mail: the tender and all, completed and signed, appendices to this Request for Proposal;
- send a complete tender in one e-mail, along with the appendices;
- immediately send the originals of the tender and the appendices by mail (registered mail), by courier service or in person in a closed envelope to the Project Office located in the Institute of Psychology at the Jagiellonian University, at ul. Ingardena 6, 30-060 Kraków, room 2.13

If this form of submittal of the tender, the date and time of tender submittal will be the date and time of receipt of the e-mail with the complete tender from the Contractor.

Each Contractor submits one tender.

A Contractor can change or withdraw the tender only prior to the lapse of the deadline for submitting tender.

A tender submitted after the deadline will not be verified by the Contracting Authority and will be rejected.

An incomplete tender (i.e. not containing all data or appendices required in this Request for Proposal) will be rejected if the Contractor fails to supplement the lacking data or appendices within 3 working days from the moment the Contracting Authority calls it to supplement the tender.

The tender must:

- have the preparation date,
- contain all Contractor's data specified in Appendix no. 1 to the Request for Proposal





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- be legibly signed by the Contractor.

In case of questions, do not hesitate to contact us:

- a) Project Manager dr hab. Michał Kuniecki, Institute of Psychology at the Jagiellonian University, ul. Ingardena 6, 30-060 Kraków, telephone: 12-663-24-15, e-mail: [michal.kuniecki@uj.edu.pl](mailto:michal.kuniecki@uj.edu.pl)
- and/or
- b) Tomasz Meroń, Institute of Psychology at the Jagiellonian University, ul. Ingardena 6, 30-060 Kraków, telephone: 12-663-24-77, e-mail: [Tomasz.Meron@uj.edu.pl](mailto:Tomasz.Meron@uj.edu.pl)

Other conditions:

- a) The Contractor does not have any means of appeal. The procedure is not conducted under the provisions of the Public Procurement Law of 29 January 2004.
- b) The Contractor shall not accept partial offers
- c) The Contracting Authority reserves the right to invalidate the procedure at its every stage without giving reasons
- d) during the examination and evaluation of tenders, the Contracting Authority may ask a Contractor to explain the content included in its tender
- e) all prices must be provided in PLN
- f) Before the lapse of the time limit for tender submittal, the Contractor may modify or withdraw its tender
- g) The Contracting Authority will notify all Contractors of the outcome of the procedure by e-mail within 6 days from the date on which tenders cease to be accepted.
- h) This Request for Proposal is not an obligation to contract on the part of the Contracting Authority.
- i) The Contracting Authority can withdraw from signing the agreement without explaining such a decision and if the price offered in a tender exceeds the amount of funds allocated to the project in the budget of the Contracting Authority.

Information on processing personal data

Under Art. 13 Sections 1 and 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing



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of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the "General Regulation"), the Jagiellonian University informs as follows:

1. The Controller of your personal data is the Minister proper for regional development matters.
2. The Controller appointed a Data Protection Officer. The Officer can be contacted via email: [iod@miir.gov.pl](mailto:iod@miir.gov.pl) or [iod@uj.edu.pl](mailto:iod@uj.edu.pl)
3. Your personal data will be processed for the purpose connected with conducting of the procedure regarding the request for proposal concerning conduction of compulsory course in subject "Research ethics in neurosciences and psychology" in English for third-cycle students of the Faculty of Philosophy at the Jagiellonian University under Art. 6 section 1 letter a GDPR and in case of contract award, they will be processed for the purpose of contract performance under Art. 6 section 1 letter b GDPR.
4. Providing personal data is voluntary, however it is a prerequisite to participate in the tender and, subsequently, conclude and perform the contract.
5. The consequence of failure to provide personal data shall be: lack of possibility to conclude the Contract.
6. The recipients of your personal data will be persons or entities to whom the tender documentation will be made available in connection with control of expenditure of the funds of the project within the framework of which the procedure is conducted.
7. Your personal data will be stored for the following period: up to lapse of the time limit allowed for project control or its lifetime.
8. You have the right to: access your data, rectify them, restrict their processing - in the cases and under the conditions specified in GDPR.
9. You have the right to lodge a complaint to the President of the Personal Data Protection Office if you believe that processing of your personal data is in breach of the General Data Protection Regulation.

Appendices to the tender.

- 1) Tender form - in relation to the ordered course
- 2) Declaration regarding the tender price



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.....  
Place, date and stamp or signature of the person authorised  
to submit declarations of intent on behalf of the Contracting Authority (Project Manager)



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## Appendix 1

### TENDER FORM

#### - IN RELATION TO THE COMPULSORY COURSE IN SUBJECT "RESEARCH ETHICS IN NEUROSCIENCES AND PSYCHOLOGY"

under the project "International Doctoral Study Programme in Social-Cognitive-Neuroscience: CogNeS"; project co-financing agreement no. POWR.03.02.00-00-I018/16-00

To be completed by the person accepting the form	
Form receipt date	
Form number	

Data of the Contractor applying for tender:

Name .....

Registered ..... office

Telephone ..... Fax .....

E-mail address .....

NIP\* ..... REGON\* .....

Gross amount .....per didactic hour,

including:

net amount ..... per didactic hour

VAT.....

(in case of natural persons who do not conduct a business activity, the net amount must be equal to the gross amount)

The value of the tender includes all costs related to performance.



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I declare as follows:

- 1) I have familiarised myself with the content of the request for proposal and accept the requirements specified therein without reservations.
- 2) I have knowledge and experience in the scope of preparation and conducting of classes covered by the subject of the tender.
- 3) I declare that I am a full-time employee at a higher education institution based outside Poland,
- 4) I declare that I have been employed at a foreign university for 2 years and I have at least 2 years of experience in didactic work in the field of philosophy or ethics.
- 5) I declare that I have didactic experience in conducting classes in English,
- 6) I declare that citations of my articles / works / papers are:

- ..... in total
- acc. to h index...
- ..... in 2017
- ..... in 2018

- 7) I am in an economic and financial position ensuring performance of the contract (not applicable to natural persons).
- 8) I meet the conditions of impartiality and independence as well as lack of capital or personal relations as regards the Contracting Authority.
- 9) \*\* I remain in employment relationship: yes/no\*\*\* (if yes, specify the name and address of the employment establishment).

.....

- 10) \*\* The basis for the assessment of contributions for social insurance arising from the employment relationship is lower/higher\*\*\*

than the minimum wage.

- 11) \*\* I am/am not\*\*\* on unpaid leave in the period from ..... to .....
- 12) I grant consent for processing of my personal data for the purposes of the tender procedure\*\*\*\*.
- 13) \*\* I declare that my collective professional involvement in the implementation of financial projects with AMIF and actions financed from other sources, including own means of the Jagiellonian University and other entities, shall not exceed 276 hours a month.



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11) \*\* I declare that the charge arising from engagement of me in implementation of tasks in the project no. POWR.03.02.00-00-I018/16-00 does not exclude the possibility of proper and effective implementation of all tasks entrusted to me.

\*not applicable to natural persons

\*\* applies to natural persons

\*\* delete as applicable

\*\*\*\*regards a Contractor who is a natural person not conducting a business activity or a natural person conducting a business activity and performing the contract personally.

Advised of liability for false declaration and truth concealment, I hereby declare that the above data are true.

I enclose the following documents to the tender:

- 1) Xerox copy of the doctor (PhD) diploma and/or xerox copy of the professor nomination (professor or associate professor)
- 2) Declaration regarding the tender price.

.....  
Place, date and stamp or signature of the person authorised  
to submit declarations of intent on behalf of the Contractor



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## Appendix 2

.....  
Full name

I declare that the price specified in the offer submitted in response to the request for proposal regarding conduction of compulsory course in subject "Research ethics in neurosciences and psychology" in English for third-cycle students of the Faculty of Philosophy at the Jagiellonian University can be decreased if a public charge is imposed on the Contracting Authority.

Concurrently, I undertake to submit the ZUS [*Social Insurance Institution*] Declaration according to the requirements and procedure of civil law contracts conclusion effective at the Jagiellonian University - if required.

.....  
Signature



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W KRAKOWIE

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